

**INDIANA DEPARTMENT OF CHILD SERVICES**

**Request for Proposal to Provide:**

**Youth Service Bureau Administration Coordination**

**Response Due Date:**

**April 15, 2013 at 10:00 am**

Services and Outcomes  
Indiana Department of Child Services  
302 W. Washington St., Room E306  
Indianapolis, Indiana 46204

## SECTION ONE

### 1.0 GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

#### 1.1 INTRODUCTION

The Department of Child Services (DCS) is seeking proposals for the administration of the Youth Service Bureau funding as outlined in IC 31-26-1. It is the intent of DCS to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFP is being posted to DCS' website <http://www.in.gov/dcs/3158.htm> for downloading. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

#### 1.2 PURPOSE OF THE RFP

The purpose of this RFP is to select one vendor/provider that can satisfy DCS' need for the provision of statewide administration of the Youth Service Bureau (YSB) funding as outlined in IC 31-26-1. This set of services is part of DCS' comprehensive array of prevention services to all 18 regions in the state of Indiana. It is the intent of this RFP for the vendor to assume responsibility for directly contracting with DCS-accredited and identified YSB Fund Grantees. Respondents must be prepared to propose for the entire state of Indiana.

The purposes of this service are to administer the Youth Service Bureau funds to selected Youth Service Bureau (YSB) programs, to provide oversight of service provision by the YSB Fund Grantee, and to administer the accreditation process. Each of the above duties are detailed in the Statement of Work, **Attachment B**.

#### 1.3 SUMMARY SCOPE OF WORK

Contractors chosen will be expected to provide statewide administration of the Youth Service Bureau funding in a manner that is consistent with IC 31-26-1 and the Statement of Work (**Attachment B**). These specifications include, but are not limited to, length, quality and type of service, documentation requirements, as well as program reports and evaluation. DCS may include administration of the Project Safe Place with this RFP.

#### 1.4 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **10 a.m. Eastern Time on 3-21-13**. Questions/Inquiries may be submitted via email ([dcs.preventionquestions@dcs.in.gov](mailto:dcs.preventionquestions@dcs.in.gov)) and must be received by the Department of Child Services by the time and date indicated above.

Following the question/inquiry due date, the Department of Child Services personnel will compile a list of the questions/inquiries submitted by Respondents. The responses will be posted to the Department of Child Services' website according to the RFP timetable established in Section 1.14. Only answers posted on the Department of Child Services website <http://www.in.gov/dcs/3158.htm> will be considered official and valid by the State. No

Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Inquiries are not to be directed to any staff member of DCS. Such action may disqualify Respondent from further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the Department of Child Services' website. If such addenda issuance is necessary, the Department of Child Services may extend the due date and time of proposals to accommodate such additional information requirements, if required.

### **1.5 PRE-PROPOSAL CONFERENCE (Bidders Conference)**

A pre-proposal conference will be held on **March 13, 2013 from 9:00 am to 11:00 am** at Indiana Government Center Conference Center South, Conference Room 1, 302 West Washington St., Indianapolis, IN 46204. Attendance is not mandatory but highly recommended.

### **1.6 DUE DATE FOR PROPOSALS**

**To be considered, proposals must be delivered to the address below, no later than 10:00am on April 15, 2013. Bidders must submit 3 copies of the proposal in addition to an electronic submission either via CD or USB drive.**

Ginny Morris  
Indiana Department of Child Services  
ATTN: Proposals  
Room E306  
302 West Washington Street, MS 47  
Indianapolis, IN 46204

Any proposal not submitted by the above date/time or does not include the copies and electronic proposal will not be considered. Any late proposals will be returned, unopened to the respondent upon request. All proposals rejected due to not meeting the deadline and not claimed within 30 days of the proposal due date will be destroyed.

### **1.7 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS**

The State reserves the right to request clarifications on proposals submitted to the State. The State also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc. Additionally, in conducting discussions, the State may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. The State will provide equivalent information to all respondents which have been chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose.

The Department of Child Services or its appointed representatives will initiate and facilitate all discussions. Any information gathered through oral discussions must be confirmed in writing.

## **1.8 REFERENCE SITE VISITS**

Following an award, the State may require site visit(s) to a Respondent's working support center to aid in the evaluation of the Respondent's provision of service.

## **1.9 TYPE AND TERM OF CONTRACT**

The State intends to sign a contract with one Respondent to fulfill the requirements in this RFP. (Exhibit 3 of the Contract is in **Attachment L**).

The term of the contract shall be for a period of 12 months, beginning **July 1, 2013, and ending June 30, 2014**. The State may exercise the option to extend the contract for up to three (3) additional years.

## **1.10 CONFIDENTIAL INFORMATION**

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must place all confidential documents in a sealed envelope clearly marked "Confidential" and must indicate on the outside of that envelope that confidential materials are included. The Respondent must also specify the statutory exception of APRA that applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, DCS will not consider the submission confidential. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the General Counsel for the Department of Child Services. Prices are not confidential information.

## **1.11 SECRETARY OF STATE REGISTRATION**

If awarded a contract, the Respondent will be required to register with its legal name, and be in good standing, with the Secretary of State. This legal name must be used on all documents included in the proposal process. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana  
Corporation Division  
402 West Washington Street, E018  
Indianapolis, IN 46204  
(317) 232-6576  
[www.in.gov/sos](http://www.in.gov/sos)

**Note:** When you complete the RFP Cover Sheet, your agency's legal name must match your registered name with the Secretary of State. If it does not and your agency is selected for a contract, the contract will be delayed until this is resolved.

Before contracts are moved through the signature process, they must pass review by the Department of Workforce Development (DWD) and Department of Revenue (DOR). If an agency that is accepted for a contract by DCS has unpaid unemployment insurance or unpaid taxes to the State, the contract will be held until these issues are resolved. Any issues must be resolved with DWD/DOR. It is extremely important that all agencies are aware of this review to prevent delays in the timely execution of the contract.

**1.12 COMPLIANCE CERTIFICATION**

Responses to this RFP serve as a representation that the respondent has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist. If such liabilities are discovered, the State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State. If, in an audit or review by the State, it is discovered that there is a non-compliance issue with either the statement of work/service standard or the contract, the State may elect to impose a financial penalty.

**1.13 AMERICANS WITH DISABILITIES ACT**

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq. and 47 U.S.C. 225).

**1.14 SUMMARY OF MILESTONES**

Key RFP Dates: Activity	Date
Issue of RFP	3/08/13
Deadline to Submit Written Questions	3/21/13 by 10 am
Answers to Vendor questions posted on DCS website	4/01/13
Submission of Proposals	4/15/13 by 10 am
The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change.	
Notification of Awards	5/03/13
Contract Start Date	7/01/13
Contract End Date	6/30/14

## SECTION TWO

### 2.0 PROPOSAL PREPARATION INSTRUCTIONS

#### 2.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. The proposal must be submitted with 3 copies and an electronic copy to the DCS central office.

Each Program Proposal must include:

1. RFP Cover Sheet: The cover sheet includes agency information and proposed budget information. Respondent shall print out cover sheet and sign in blue ink.
2. Provider Narrative: The Provider Narrative template must be used (**Attachment C**). This portion of the proposal allows the applicant to provide detailed information about the overall agency.
3. Service Narrative: The Service Narrative template must be used (**Attachment D**). One Service Narrative should be completed. This portion of the proposal allows the applicant to provide specific information regarding the proposed service.
4. Budget: The Budget template must be used. (**Attachment E**)

Note: Respondents will submit only one proposal for the entire state.

The RFP submissions must include the following:

	Submitted Signed Hard Copy submitted by 10:00 am on 4/15/13
Attachment A - RFP Cover Sheet	<input type="checkbox"/>
Attachment C – Provider Narrative	<input type="checkbox"/>
Attachment D – Service Narrative	<input type="checkbox"/>
Attachment E– Budget	<input type="checkbox"/>

Prior to submitting the proposal, it is vital that the proposal be reviewed to ensure that all required information is included.

#### 2.2 RFP COVER SHEET

The RFP Cover Sheet includes agency information and proposed services. It also includes the certification that the respondent agrees to the assurances (**Attachment K**) and Statement of Work (**Attachment B**). The RFP Cover Sheet (**Attachment A**) should be signed by a person

authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions.

### **2.3 PROVIDER NARRATIVE AND SERVICE NARRATIVE**

The Provider Narrative (**Attachment C**) and Service Narrative (**Attachment D**) must utilize the provided templates. Each program proposal will include one Provider Narrative along with one Service Narrative. The Provider Narrative will include information specific to the agency as a whole. The Service Narrative will outline the specific services to be delivered.

Proposals must identify and meet service components outlined in the Scope of Work (See **Attachment B**). Proposals must identify outcomes and demonstrate the organizational and procedural structure that are necessary to deliver the services proposed.

### **2.5 BUDGET NARRATIVE AND BUDGET SUMMARY**

A Budget (**Attachment E**) is required **for all proposals**. The budget template must be completed for one contract year. Instructions are included for how to complete the budget template. Federal Selected Disallowed Expenses (**Attachment M**) list all expenses that cannot be included in the budget.

**The baseline cost for this contract is \$1,173,000.**

## **SECTION THREE**

### **PROPOSAL EVALUATION**

#### **3.1 PROPOSAL EVALUATION PROCEDURE**

The State will select a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. The Department of Child Services designee will, in the exercise of sole discretion, determine which proposals offer the best means of servicing the interests of the State.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

1. Each proposal will be evaluated for adherence to requirements and Assurances on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
2. Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
3. Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by the Department of Child Services for further action, such as contract negotiations. If, however, the Department of Child Services decides that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, the Department of Child Services may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists. The State may also choose multiple respondents to provide services.

#### **3.2 EVALUATION CRITERIA**

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category.

**(Attachment F, Scoring Tool)**. The points associated with each category are indicated following the category name (total maximum points = 100). If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account such criterion or criteria.

**SECTION FOUR  
ATTACHMENTS**

<b>A</b>	<b>RFP Cover Sheet</b>	
<b>B</b>	<b>Statement of Work</b>	
<b>C</b>	<b>Provider Narrative</b>	<b>One per proposal</b>
<b>D</b>	<b>Service Narrative</b>	<b>One per proposal</b>
<b>E</b>	<b>Budget</b>	<b>Completed using standardized budget template.</b>
<b>F</b>	<b>Proposal Scoring Tool</b>	<b>Tool that DCS staff will use to score the proposals</b>
<b>G</b>	<b>List of YSB Fund Grantees</b>	<b>First year of sub-contractors</b>
<b>H</b>	<b>YSB Administration Coordination Sample contract</b>	<b>Sample contract</b>
<b>I</b>	<b>YSB Fund Grantee Sample Contract</b>	<b>Sample contract (terms could vary from final executed version)</b>
<b>J</b>	<b>YSB Service Standards</b>	<b>For the YSB Fund Grantees</b>
<b>K</b>	<b>Assurances</b>	<b>For your information. The signed RFP Cover Sheet certifies the Assurances.</b>
<b>L</b>	<b>Exhibit 3</b>	<b>Certification of Completion of Required Criminal and Background Checks</b>
<b>M</b>	<b>Federal Selected Disallowed Expenses</b>	<b>For your information. Expenses that are not allowed.</b>